



Application Overview and Checklist: Certified Hydrogeologist (CHG) Examination



Application Overview

The following procedure is designed to maximize effective processing and approval of "Application for Certification and for Administration of Certified Hydrogeologist (CHG) Examination" step forms for qualified applicants. The attached "Board for Geologists and Geophysicists (Board) Flow Chart of Administrative Procedures for Timely Processing of Certified Hydrogeologist (CHG) Applications" identify the overall structure of the application and certification process. Your CHG application progress can be followed by use of this flow chart. In addition, the following checklist is intended to help applicants complete expedited application qualification appraisals. Applicants for the Certified Hydrogeologist examination must be a California Licensed Geologist (PG) prior to submitting the Certified Hydrogeologist (CHG) examination application.

Applicant Instructions and Step-by-Step Checklist to Demonstrate Appropriate Education and Scope, Character and Duration of Applicant's Qualifying Experience in the Geological Sciences (in completion order):

- ☐ Step 1. Request at least three "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Hydrogeologic Work Experience" forms be completed and sent directly to the Board: *The Board encourages you to urge your reference providers to respond directly to the Board as soon as possible.* Only those references necessary i.e. a minimum of three to adequately document an applicant's qualifying experience are required. **Please do not contact the Board for "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Hydrogeologic Work Experience" forms delivery verification.**

Note: It is the *applicant's responsibility* to ensure that all required "Independent Evaluation of Scope, Character and Duration of an Applicant's Qualifying Hydrogeologic Work" forms are received by the Board **before** her or his "Application for Certification and for Administration of Certified Hydrogeologist (CHG) Examination," non-refundable \$250 application filing fee and all examination fees are received by the Board. **Please do not contact the Board.**

- ☐ Step 2. Verify that all supporting "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Hydrogeologic Work Experience" forms have been sent to the Board. Supply at least three representative hydrogeologic reports to the Board – one representing each year of qualifying work experience claimed, in accordance with California Code of Regulations (CCR) Title 16, Division 29 §3042(d). Draft submittal reports are not final products, and therefore are not representative of qualifying work. **Please do not contact the Board for reference delivery verification.**

Note: It is the *applicant's responsibility* to ensure that all required "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Hydrogeologic Work Experience" forms and all representative reports are received by the Board **before** her or his "Application for Certification and for Administration of Certified Hydrogeologist (CHG) Examination," non-refundable \$250 application filing fee and all examination fees are received by the Board. **Please do not contact the Board.**

- ☐ Step 3. Transmit the "Application for Certification and Administration of Certified Hydrogeologist Examination," non-refundable \$250 application filing fee and all examination fees: The "Application for Certification and for Administration of Certified Hydrogeologist (CHG) Examination," non-refundable \$250 application filing fee and all examination fees must be received by the Board **prior to the final filing date**. In accordance with CCR Title 16, Division 29 §3042, the applicant shall submit three different representative hydrogeologic reports **prepared mainly or wholly** by the applicant (CD's in MS Word or PDF format are also acceptable).

Note: It is the *applicant's responsibility* to ensure that all required "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Hydrogeologic Work Experience" forms and all representative reports are received by the Board **before** her or his "Application for Certification and for Administration of Certified Hydrogeologist (CHG) Examination," non-refundable \$250 application filing fee and all examination fees are received by the Board.

- ☐ Step 4. [if necessary] Notify the Board immediately if you change your US mail address or e-mail address of record.

The Board staff will receive and date stamp your "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Hydrogeologic Work" and representative hydrogeologic reports and hold them in abeyance until you submit your "Application for Certification and Administration of Certified Hydrogeologist (CHG) Examination," non-refundable \$250 application filing fee and all examination fees.

The Board staff will contact you via your **e-mail address of record** to notify you of your examination eligibility for issuance of an Examination Ticket needed for entrance into the written examination.

Definition of Critical Concepts for the Certified Hydrogeologist (CHG) Application Process:

Hydrogeology - California Code of Regulations (CCR) Title 16, Division 29 §3003(h): the application of the science of geology to the study of the occurrence, distribution, quantity and movement of water below the surface of the earth, as it relates to the interrelationships of geologic materials and processes with water, with particular emphasis given to groundwater quality.

Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Hydrogeologic Work Experience form - The Board requires a detailed "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Hydrogeologic Work Experience" form to be completed by the applicant's supervisor in *responsible charge* of the applicant's *qualifying experience* as part of the application for certification and administration of the examination process. This evaluation is documented in the "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Hydrogeologic Work Experience" forms to be supplied by the reference providers directly to the Board.

Professional Geologic Work - CCR Title 16, Division 29 §3003(d): Work performed at a professional level rather than at a subprofessional or apprentice level and requires the application of scientific knowledge, principles and methods of geological problems through the exercise of individual initiative and judgment in investigating, measuring, interpreting and reporting on the physical phenomena of the earth. Implicit in this definition is the recognition of professional responsibility and integrity and the acknowledgement of minimal supervision.

Professional geologic work specifically does not include: routine activities such as drafting, sampling, sample preparation, routine laboratory work, etc., where the elements of initiative, scientific judgment and decision making are lacking, activities that do not use scientific methods to process and interpret geologic data, soils engineering, soils sampling, soils testing or other activities in or related to the agricultural application of soils sciences, and mining, mining engineering or other engineering disciplines and/or other physical sciences wherein geological investigation, analysis and interpretation are minimal or lacking.

Qualifying Experience - In accordance with Business and Professions Code §7842: An applicant for certification as a Certified Hydrogeologist (CHG) must have either:

- a. A minimum of three years performed under the supervision of a geologist certified in the specialty for which he is seeking certification, except that prior to July 1, 1970, professional geological work shall qualify under this subdivision if it is performed under the supervision of a geologist qualified in the specialty for which the applicant is seeking certification.

or

- b. A minimum of five year's experience in **responsible charge** of professional geological work in the specialty for which the applicant is seeking certification.

The applicant shall submit **at least three** references from qualified hydrogeologists and are required to provide at least three representative hydrogeologic reports **prepared mainly or wholly** by the applicant – one representing each year of qualifying work experience claimed. Draft submittal reports are not final products, and therefore are not representative of qualifying work.

In accordance with CCR Title 16, Division 29 §3042, an applicant must be licensed as a professional geologist in the State of California and have knowledge of geology of the State of California; geologic factors relating to the water resources in this State; principles of groundwater hydraulics/hydrology and groundwater quality including the vadose zone; applicable federal, state and local rules and regulations; principles of water well, monitoring well, disposal well and injection well construction; elementary soil and rock mechanics in

relation to groundwater, including the description of rock and soil samples from wells; and interpretation of borehole logs as they relate to porosity, hydraulic conductivity or fluid character.

Responsible Charge - Business and Professions Code §7805: Independent control and direction by the use of initiative, skill and independent judgment of geological or geophysical work or the supervision of such work.

Board for Geologists and Geophysicists Code of Professional Standards - CCR, Title 16, Division 29 §3065 specifies: To protect and safeguard the health, safety, welfare, and property of the public, and California's environmental quality, every person who is licensed by the Board for Geologists and Geophysicists (Board) as a professional geologist or professional geophysicist, including licensees employed in any manner by a governmental entity or in private practice, shall comply with the professional standards in this section. A violation of any of the following professional standards shall constitute unprofessional conduct and shall be sufficient grounds for disciplinary action.

(a) **Compliance with Applicable Law:**

A licensee shall provide all geologic and geophysical services in a manner consistent with applicable laws, codes, ordinances, rules and regulations. A licensee may obtain and rely upon the knowledge and advice of other professionals (e.g., architects, attorneys, professional engineers, other professional geologists and geophysicists, land surveyors, and other qualified persons) concerning the intent and meaning of such laws, codes, and regulations.

(b) **Competence:**

(1) Licensed geologists or licensed geophysicists (together with those whom the licensee may engage as consultants) shall perform or offer to perform only those professional services for which they are qualified by education, training, experience, and licensure as required by law, in the specific technical and scientific areas involved.

(2) When practicing geology or geophysics, a licensee shall act with competence and reasonable care, and shall apply the technical knowledge and skill which is ordinarily practiced by licensees in good standing, practicing in this state under similar circumstances and conditions.

(c) **Representations:**

(1) A licensee shall not misrepresent or permit the misrepresentation of his or her professional qualifications, affiliations; or purposes, or those of the institutions, organizations or other businesses with which they are associated.

(2) A licensee may advertise or solicit those professional services for which he or she is authorized by licensure, provided such services are within his or her field of competence.

(3) A licensee shall not misrepresent his or her qualifications to a prospective or existing client or employer.

(4) A licensee shall not misrepresent to a prospective or existing client, the licensee's scope of responsibility in connection with those professional services for which the licensee is receiving or will receive compensation, whether directly or indirectly. Specifically, a licensee who represents that a project was completed under his or her responsible charge (i.e., stamped and/or signed) must also have maintained responsible charge of the work.

(5) A licensee shall only express professional opinions which have a basis in fact, are within the scope of the licensee's own experience or knowledge, and are generally accepted geologic or geophysical principles.

(6) A licensee shall attribute proper credit to others for their professional work or professional contribution, and shall not misappropriate the professional work of others.

(7) A licensee shall not knowingly permit the publication or use of his or her data, reports, maps, plans, or other professional documents for any unlawful purpose.

(8) A licensee shall not falsely or maliciously attempt to injure, impugn or, in fact injure the professional reputation or business of others.

(9) A licensee shall not misrepresent data or its relative significance in any geologic or geophysical work product or oral conveyance of his or her professional opinion.

(10) A licensee shall not misrepresent or conceal the scope of his or her professional responsibility in connection with those professional services for which the licensee is claiming any responsibility or credit, or for which the licensee is receiving any compensation.

(11) When providing information to the Board pursuant to another's application for licensure to practice professional geology or geophysics, a licensee shall accurately represent his or her knowledge of the

applicant's qualifications and qualifying experience.

(d) Conflict of Interest:

(1) A licensee shall not concurrently engage in any other business, occupation or have a financial interest in any entity that may impair his or her independent judgment, objectivity; or which may create a conflict of interest in rendering his or her professional services.

(2) A licensee shall not accept compensation for his or her professional services from more than one party on any project, endeavor, or proceeding unless the circumstances are fully disclosed and agreed to in writing by all concerned parties.

(3) If a licensee has any business association or financial interest which is substantial enough to influence his or her judgment in connection with the performance of professional services, the licensee shall fully disclose in writing to his or her client(s) or employer(s) the nature of the business association or financial interest. If the client(s) or employer(s) object(s) to such association or financial interest, the licensee shall either terminate such association or interest, or offer to give up the project or employment.

(4) A licensee shall not solicit or accept payments, rebates, refunds, commissions, or compensation, whether in the form of money or otherwise from other professionals, contractors, suppliers of material, systems or equipment in return for specifying their products or professional services to a client or employer of the licensee.

(e) Confidential Information:

As used in this section, "confidential information" means all information, specifically identified as confidential by the licensee's client, employer, representative, or other related entity. Confidential information obtained by a licensee in his or her professional capacity, shall not be disclosed by the licensee without prior permission, except under the following specific conditions:

(1) disclosures made in response to a subpoena or summons enforceable by an order of a court;

(2) disclosures made in response to an official inquiry from a governmental regulatory agency;

(3) disclosures made by a licensee to another licensee to the extent necessary for purposes of professional consultation;

(4) disclosures made when required by law, code, or regulation.

(5) disclosures made upon discovery of a hazard within the licensee's field of professional expertise, which, in the licensee's professional opinion, is a threat to the health, safety and welfare of the public.

(6) disclosures made when providing evidence to the Board concerning another licensee or unlicensed individual, who may have violated any part of the Geologist and Geophysicist Act or this Section;

(7) disclosures made regarding alleged illegal conduct; or

(8) disclosures made in an adjudicatory proceeding or pursuant to an order of the court.

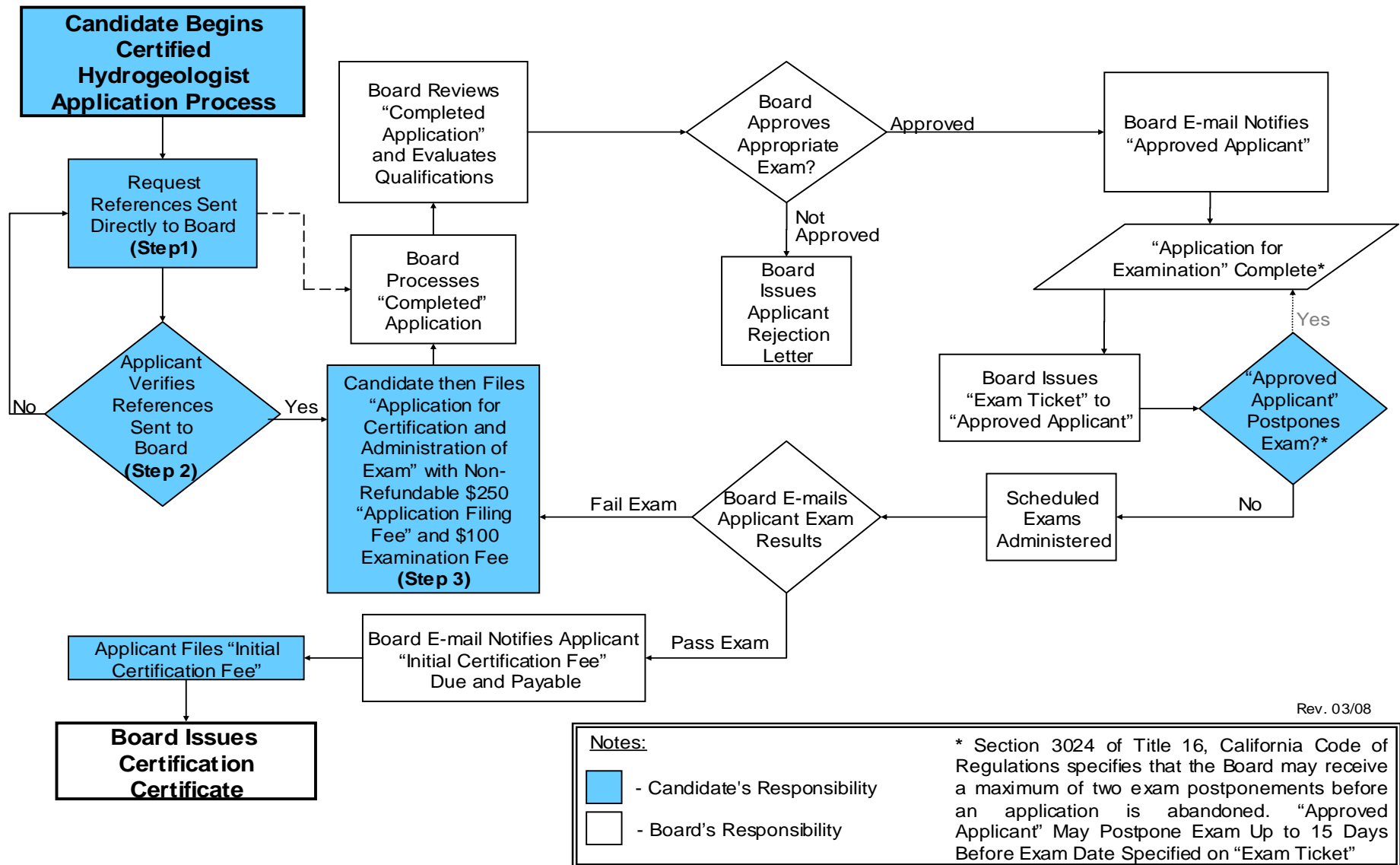
(f) Document Submittal

(1) A licensee shall not misrepresent the completeness of any professional geologic or geophysical document submitted to any governmental or regulatory agency.

(2) A licensee shall not misrepresent the completeness of any professional geologic or geophysical document prepared for his or her client, employer, or other involved party.

Note: Authority cited: §§7818 and 7860(c)(3), Business and Professions Code. Reference: §7860(c)(3), Business and Professions Code.

Board for Geologists and Geophysicists (Board) Flow Chart of Administrative Procedures for Timely Processing of Certified Hydrogeologist (CHG) Examination Application



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